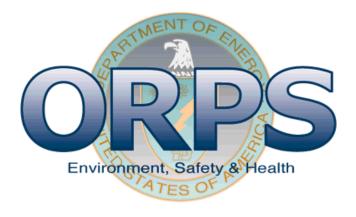
# ORPS GUI Help Features and ORPS Authorities Options



April, 1999

**ORPS GUI Reference Manual** 

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# Introduction

# **Purpose**

This course will familiarize you with the multiple ways in which you may obtain assistance on various topics, as well as locate reference and instructional materials. You will also learn how to search for information to determine who has authority to submit, modify, comment, and/or approve occurrence reports for selected facilities. Step-by-step instructions guide you through the process of obtaining on-line help and composing and submitting ORPS authority searches.

# **Objectives**

Upon completion of this class, you will be able to:

- Obtain ORPS help and assistance from various on-line and off-line sources
- Return from On-line Help to the ORPS GUI application
- Determine occurrence report submittal and sign-off authority for a facility by accessing the **ORPS AUTHORITY SEARCH & REPORTS** page and performing ORPS authority searches
- Create both an ORPS Authority Report and an ORPS Facility Report and describe the function and content of these two reports.

# Using the ORPS GUI On-line Help

# **Elements of On-line Help**

The **ON-LINE HELP** utility is available to you via (1) a hyperlink located on the **ORPS GUI** home page, (2) hyperlinks located at the bottom of most ORPS GUI pages, and (3) context-sensitive hyperlinks located throughout the ORPS GUI pages (Figure 1). On-line helps address both the use of a web browser and the use of ORPS GUI menu items.



Even though the ORPS help files are hyperlinked directly to the ORPS GUI application, you need to understand that when you access help, you essentially leave the ORPS GUI application while using on-line help. You do not log off of ORPS; you simply exit the application temporarily.

It is important to understand this, because if you don't return to ORPS correctly you could potentially lose search criteria you may have created prior to accessing on-line help.

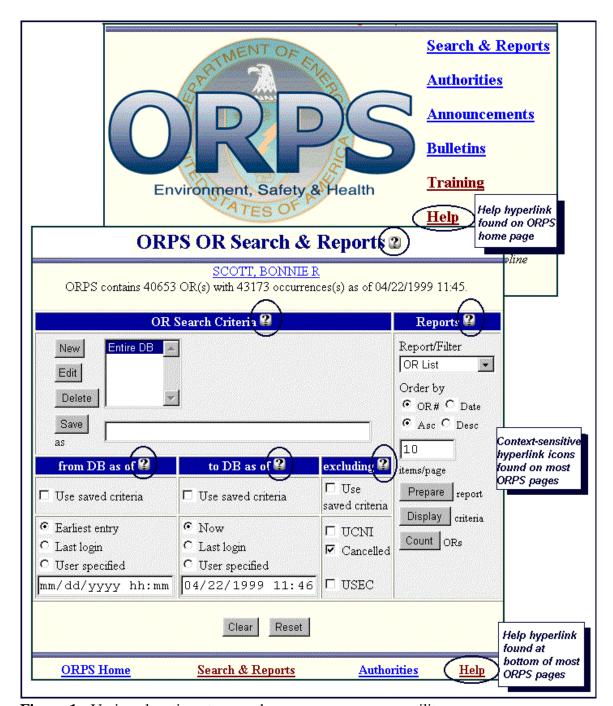


Figure 1 - Various locations to acce the ORPS ON-LINE HELP utility.

# Using Help Hyperlinks

The <u>Help</u> hyperlinks located on the ORPS GUI home page and at the bottom of most ORPS GUI pages take you directly to the ORPS HELP TABLE OF CONTENTS page (Figure 2).

There you may select the **world icon** next to the on-line help topic of your choice. You may also select the appropriate underlined hyperlink to access other types of information (i.e., Frequently Asked Questions, ORPS Bulletins, DOE Order 232.1A, ORPS GUI Training Manual, etc.).

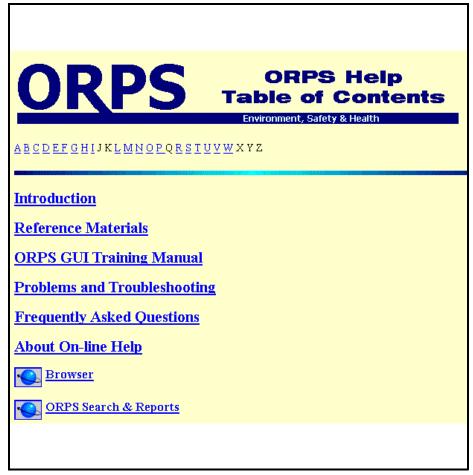


Figure 2 - The TABLE OF CONTENTS page.

If you access a help topic from the ORPS HELP TABLE OF CONTENTS, you will jump directly to that topic (see **Figure 3**). At the bottom of the help topic page is a **CONTENTS** button, which, when clicked, will return you to the ORPS HELP TABLE OF CONTENTS page. You will also see an INDEX button that will return you to the ORPS INDEX OF ON-LINE HELP TOPICS page.



Figure 3 - The "CONTENTS" and "INDEX" buttons at the bottom of a HELP page.

On some help pages, topics are separated by a dividing line and an icon with an up arrow, which, when clicked, takes you to the top of the current help page (**Figure 4**).

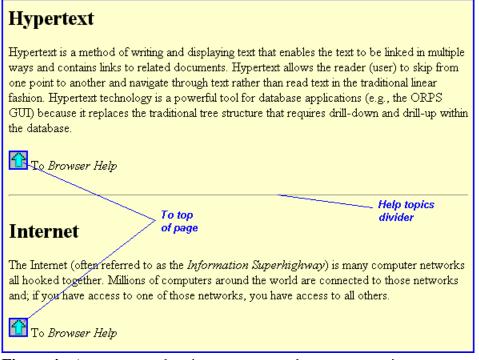


Figure 4 - A HELP page showing DIVIDERS and TOP OF PAGE icons.

On some of the help pages, you will see alphabetical hyperlinks across the top of the page (see **Figure 5**). These links will take you to help topics that begin with the selected letter.



Only the letters that are underlined are active hyperlinks. If a letter is not underlined it is not an active hyperlink.



A <u>B C D E</u> F G <u>H I</u> J K <u>L M</u> N O <u>P</u> Q <u>R S T U V W</u> X Y Z

# Bookmark

A browser allows you to store names and locations of interesting sites in bookmark collections. Each bookmark marks a location of interest and allows you to return quickly to the location you marked.

To save a bookmark with the Netscape Communicator browser, load the page for which you want to add the bookmark. Then click on the Bookmarks tool located

**Figure 5 -** A **HELP** page displaying alphabetical hyperlinks.

### **Using Context-Sensitive Help**



This icon appears at various locations within the ORPS GUI application (see **Figure 1**). It signifies that "context-sensitive" help is available for the topic located next to it.

For example, on the **ORPS OR SEARCH & REPORTS** control panel, this icon appears over the selection boxes. If you click the icon, a help page will appear that explains the selection box and offers additional hyperlinks to other help.

# Returning to the ORPS GUI from On-line Help

It is important to remember that when you access On-line Help, you essentially *leave* the ORPS GUI application. (You have not logged off of ORPS—you have simply exited it temporarily.) Therefore, when you are ready to resume your ORPS work, it is necessary to return to the ORPS GUI application. To return to the page in ORPS from which you initiated help, you may click on the BACK button on the browser tool bar one time for each help page accessed. This steps you back through the *history* of the help pages you visited.



You may have to click the **BACK** button several times before finally reaching your originating page.

You may also click directly on the originating page from the history list found under the browser **GO** menu (as illustrated in **Figure 6**). This history list is a summary of the last 5, 10, or 15 pages you have jumped to during the current browser session. (This number will vary depending upon the browser and browser version you are using. For instance, with Internet Explorer version 3, the history list in the **GO** menu holds only the last 5 pages visited.) This history list provides a direct way to quickly jump to one of the pages again (instead of pressing the BACK button for each item on the list). You simply click on the **GO** menu and the history list drops down.

As an example, let's say that you are on the **ORPS OR SEARCH CRITERIA** page and are ready to select new search criteria. At that point, you realize you need to request help for a clarification on using Boolean operators, so you click on the **Help** hyperlink at the bottom of the page (or the context-sensitive help icon next to the BOOLEAN LOGIC SPECIFICATION box). From there, you may hyperlink through several pages of help on various topics.

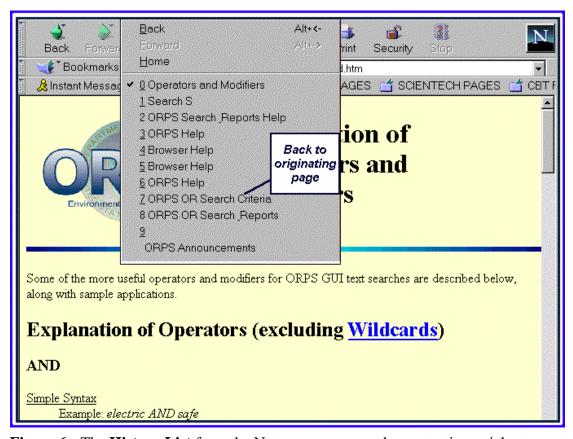


Figure 6 - The History List from the Netscape GO menu demonstrating quick return to ORPS G application after using Help.

As you see in the example in **Figure 6**, to return to the **ORPS OR SEARCH CRITERIA** page (the page from which you originated), you may click the BACK button once for each help page you accessed (in this case, seven times). Or, you may click directly on the **7 ORPS OR Search Criteria** choice from the history list.

From your originating page, you may continue where you left off before accessing help, and you will not lose any search criteria you may have created prior to accessing help.

If you have accessed more than the 5, 10, or 15 pages that your browser's **GO** menu history list will hold, and you need to see a more detailed history, choose History from the **COMMUNICATOR** (or **WINDOW**) menu in Netscape or choose **Open History Folder** from the GO menu with Internet Explorer. The HISTORY dialog box (as shown in Figure 7 for Internet Explorer) provides a comprehensive roadmap of your travels for the current browser session. It not only displays the page name, but also lists the URL address for the page. Double-click on the page you wish to jump directly to, or click once on the page to select it and then click on the **GO TO** button at the bottom of the window. You may simply close the window if you do not want to jump to any of the history pages.

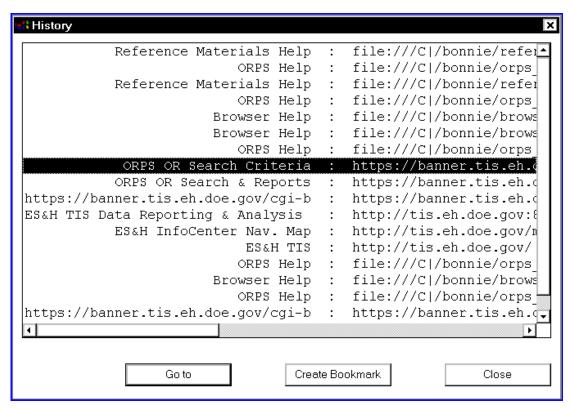


Figure 7 - The Internet Explorer HISTORY dialog box providing a comprehensive list of all pages accessed during the current brows session.



# **Accessing ORPS On-line Help**

# **Using Hyperlinks:**

- From the ORPS GUI home page or from the bottom of other ORPS pages, click the **Help** hyperlink to jump to the **ORPS HELP TABLE OF CONTENTS** page.
- From the table of contents list, select the world icon next to the on-line help topic of your choice, or select the appropriate underlined hyperlink. (Continue to link to additional help hyperlinks, as needed.)
- Click the BACK button or access the history list to return to the ORPS application.

### **Using Context-Sensitive Icons:**

- From any page within the ORPS application that contains the **2** icon, click on that icon to obtain help on the topic located next to it. (Continue to link to additional help hyperlinks, as needed.)
- Click the BACK button or access the history list to return to the ORPS application.

REMINDER: To return to the ORPS HELP TABLE OF CONTENTS page, click the **CONTENTS** button at the bottom of the help topic pages.



# **Returning to ORPS from On-line Help**

Returning to the ORPS page from which you initiated on-line help can be accomplished in one of two ways:

Click the BACK button on the browser's tool bar one time for each help page accessed.

or

Click on the browser's **GO** menu to select the history list. From the pull-down b. history list, click on the originating page.

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

From the **ORPS HELP TABLE OF CONTENTS** page, access on-line help on ORPS Reports.

What happens if you select a "From" date that is later than the "To" date in a Generic Lag Report?

2. Return to the ORPS GUI home page. Go to the ORPS OR SEARCH & REPORTS control panel, and obtain context-sensitive help on OR SEARCH CRITERIA.

When a new search is created or a previously defined search is edited, the ORPS GUI assigns a temporary name to the search criteria. What is that temporary name?

Now return to the ORPS GUI application using the BACK button or the GO menu list.

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

From the **ORPS HELP TABLE OF CONTENTS** page, access on-line help on ORPS Authorities.

If the off-normal approval flag is N, then what must the DOE-HQ Program Manager do with any pre-final reports for a particular Secretarial Office and facility?

2. Remain within the **ORPS AUTHORITIES HELP** page. From there, locate the Ohio Operations (Field) Office.

How many Area Offices are under the Ohio Operations Office? List their names.



Look under the **ORPS AUTHORITY SEARCH & REPORTS** section of the **ORPS AUTHORITIES HELP** page.

Now return to the ORPS GUI application using the **BACK** button or the **GO** menu list.

As you work, write down the steps you take. These notes will act as a reminder when vou take similar actions in the future.

From the ORPS HELP TABLE OF CONTENTS page, access Reference Materials online help. Locate the **DECEMBER 1997 ORPS BULLETIN**. Answer the following questions.

Which Internet address would you use to subscribe to the Occurrence Reporting Information Listserver?

According to the December 1997 Bulletin, which four databases did the working group on database integration discuss in September 1997? What was their scheduled completion date for this effort?

From the **ORPS HELP TABLE OF CONTENTS** page, answer the following questions.

What information is found in the **Other Notification Date/Time** field of an occurrence report?

Is this a "required" date for all occurrence reports?

Now return to the ORPS GUI application using the BACK button or the GO menu list.

# **ORPS Technical Support Helpline**

Help desk assistance is available for ORPS system operation and registration through the Environment, Safety & Health Technical Information Services (TIS) Helpline. The Helpline is staffed from 7:30 a.m. to 7:00 p.m. (ETZ) Monday through Friday (except holidays). You can reach them TOLL FREE at (800) 473-4375. The e-mail address is support@tis.eh.doe.gov. Call or e-mail the Helpline for answers to technical questions, as well as user registration questions.

# **ORPS GUI On-line Training Manual**

In addition to using the On-line Help utility, you also have access to both PDF (portable document format) and WordPerfect versions of the ORPS GUI Training Manual you are now reading. You may download the **ORPS GUI Training Manual** as a single, large, self-extracting file, or download individual sections, one at a time.



The ORPS GUI On-line Help pages may contain a greater level of detail than the **ORPS GUI Training Manual.** In addition, the On-line Help pages are updated continuously and therefore may contain more current information regarding new ORPS features.

You may access the **ORPS GUI Training Manual** by clicking either the **ORPS GUI** Training Manual hyperlink or the Reference Materials hyperlink on the ORPS HELP **TABLE OF CONTENTS** page (**Figure 8**).

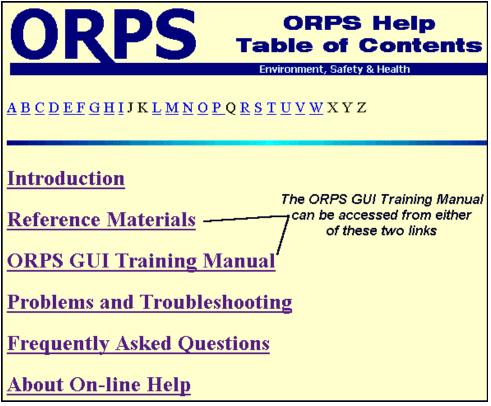


Figure 8 - The ORPS HELP TABLE OF CONTENTS page displaying two links to the ORPS GUI Training Manual.

If you select the **Reference Materials** hyperlink from the **ORPS HELP TABLE OF CONTENTS** page, the ORPS REFERENCE MATERIALS page will display the page shown in Figure 9.

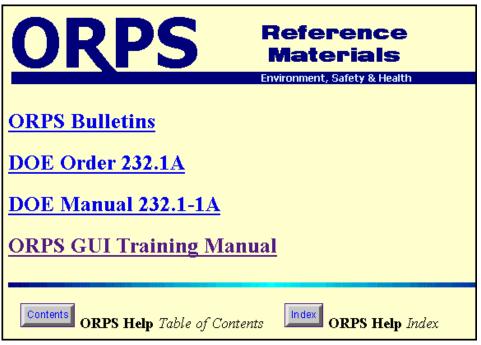


Figure 9 - The ORPS REFERENCE MATERIALS page showing a hyperlink to the ORPS GUI Training Manual.

When you select the **ORPS GUI Training Manual** hyperlink, you will see a page of files that are either downloadable in WordPerfect format or viewable in PDF format. You may choose to download or view the entire manual or only desired sections of the manual.

# **ORPS Authority Searches**

# Accessing the ORPS Authority Search & Reports Page

In order to determine who has submittal and sign-off authority for a facility, you will need to access the ORPS AUTHORITY SEARCH & REPORTS page. Do this by clicking the **Authorities** link located on the **ORPS GUI** home page or at the bottom of most ORPS GUI pages. ORPS authority searches are initiated from the ORPS AUTHORITY SEARCH & **REPORTS** control panel shown in **Figure 10.** This page functions as a control panel by allowing you to select authority search criteria, report options, and other selections.

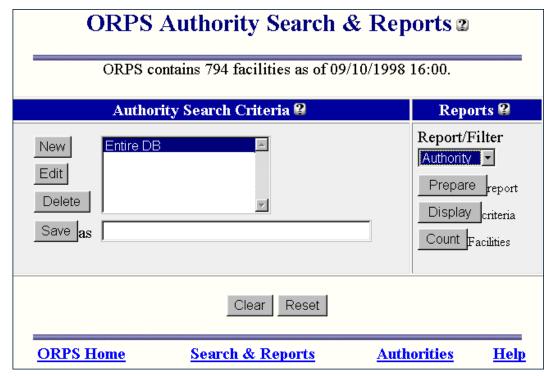


Figure 10 - The ORPS AUTHORITY SEARCH & REPORTS page.

In general, the control panel is used in the following ways:

- To create, edit, save, or delete a set of authority search specifications
- To generate authority or facility reports

# The Authority Search Criteria

Operations performed from the control panel are based on a set of search criteria called a search profile. You may select, create, edit, delete, and save search profiles in the **AUTHORITY SEARCH CRITERIA** section of the control panel.

Four command buttons are included in the AUTHORITY SEARCH CRITERIA section of the control panel. They are used to manage user-defined authority search profiles. Each button is briefly explained in the following table.

Command Button	Function
New	Initiates a new authority search and allows you to define the search specifications for a new search profile.
Edit	Recalls the search specifications saved in a selected search profile and places the specifications in a new authority search profile.
Delete	Removes the selected authority search profile.
Save	Saves the user-defined search specifications into a user-named authority search profile.

NOTE



A predefined profile named **Entire DB** is always included in the profile list. Entire DB cannot be edited or deleted; however, it may be selected and used to create reports.

With the information now available from the ORPS search pages, it should seldom be necessary to use the Authorities information to generate a query. However, if it is necessary, you may go to the Authorities, get the necessary information, and return to the **ORPS Search** without losing your selections. (Use the same procedure described previously for On-line Helps).

# Initiating an ORPS Authority Search

To initiate an ORPS authority search, click on the **NEW** command button in the **AUTHORITY** SEARCH CRITERIA section of the ORPS AUTHORITY SEARCH & REPORTS control panel. You will be presented with the ORPS AUTHORITY SEARCH CRITERIA page shown in Figure 11 where you may specify the search fields for the new search.

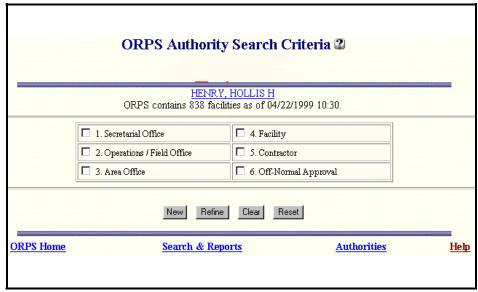


Figure 11 - The ORPS AUTHORI SEAR CRITERIA page.

# **ORPS Authority Search Criteria Page Elements**

The **ORPS AUTHORITY SEARCH CRITERIA** page give you the capability to select the elements you want to use to form your query of the ORPS authority information. From this page, you may make your selection(s) by clicking on the appropriate check box(es). This places a check mark in the box and identifies it for further refinement. To deselect an item, click on the check box a second time to remove the check mark.

Your query may contain one or more choices. The search criteria can be based on any combination of Secretarial Office, Operations/Field Office, Area Office, Facility, and/or Contractor.

The ORPS AUTHORITY SEARCH CRITERIA page also allows you to choose Off-Normal **Approval**. This choice will be discussed in more detail later in this section.

Near the bottom of the **ORPS AUTHORITY SEARCH CRITERIA** page, there are four command buttons: NEW, REFINE, CLEAR, and RESET. The function of each command button is explained below.

Command Button	Function
New	Initiates a new search.
Refine	Dynamically creates a search page to reflect the search field selection boxes based on current selections.
	For example, suppose that you choose <b>Secretarial Office</b> and <b>Operations/Field Office</b> from the <b>ORPS AUTHORITY SEARCH CRITERIA</b> page. When you click on the <b>REFINE</b> command button, the system adds two selection boxes to the page:
	a selection box containing all of the Secretarial (Program) Offices (you may choose one or more)
	a selection box containing all of the operations/field offices (again, you may choose one or more).
Clear	Clears all selections and restores all the defaults on the page
Reset	Resets selections on the page to the values that existed when the page was last loaded.

# **Performing An Authority Search**

To perform a search from the **ORPS AUTHORITY SEARCH CRITERIA** page, select the field(s) to be searched. For example, click on the Secretarial Office check box and the Operations/Field Office check box. Your selections will be marked with a check mark in the corresponding boxes (see Figure 12).

When you click the **REFINE** command button, the page will be dynamically recreated to reflect those search field selection boxes, and additional command buttons will be added to the bottom of the ORPS AUTHORITY SEARCH CRITERIA page, as shown in Figure 12.

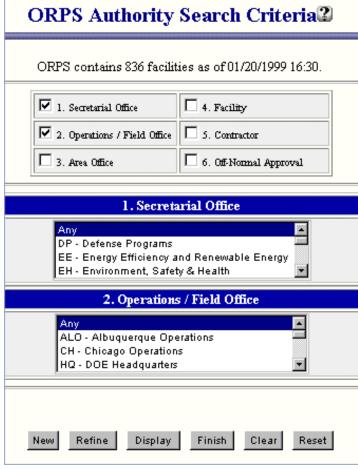


Figure 12 - The ORPS AUTHORITY SEARCH CRITERIA page, after first **REFINE**.

You may now further refine the search by making selections from each of these selection boxes. Click your left mouse button on the desired entry in the selection box. For example, to view information for all of the Defense Programs facilities at the Albuquerque Field Office, choose **DP** - **Defense Programs** from the **SECRETARIAL OFFICE** selection box and ALO - Albuquerque Operations from the OPERATIONS/FIELD OFFICE selection box.

By default, the ORPS AUTHORITY SEARCH & REPORTS function uses a Boolean AND logic on items chosen *between* selection boxes, but uses a Boolean *OR* logic when multiple items are selected from within the same selection box.

You may create searches with multiple sequential or multiple nonsequential choices. To select nonsequential items (or deselect an item), hold down the [CTRL] key while clicking on the desired choice(s) with the left mouse button.

You may select multiple sequential choices by holding down the left mouse button and dragging the mouse pointer over the range of choices, or by clicking on (selecting) your choice at one end of the range, moving to the other end of the range, and holding down the [SHIFT] key while clicking again with the left mouse button.

### Example of multiple, nonsequential selections within the same selection box:

Suppose that from the ORPS AUTHORITY SEARCH & REPORTS page you wish to choose both Environmental Management Operations and Environmental Research Division for Argonne National Laboratory - East from the FACILITY selection box. You would click with the left mouse button on ANLEEMO -**Environmental Management Operations** and then hold down the [CTRL] key while clicking on ANLEERD - Environmental Research Division. Both items will be highlighted.

### **Example of multiple, sequential selections within the same selection box:**

To choose all of the Y12 facilities from the **FACILITY** selection box, click and drag the left mouse button from Y12BUSMGT - Business Management to Y12WASTE - Waste Management and then let go. The entire range will be highlighted. (Alternately, you may click on Y12BUSMGT to highlight it, use the vertical scroll bar to scroll down to Y12WASTE, then hold down the [SHIFT] key while clicking on Y12WASTE. This will also highlight the entire range.)

When you have made your selections, you are ready to choose one of the following command buttons: NEW, REFINE, DISPLAY, FINISH, CLEAR, or RESET. The function of each of these command buttons is explained below.

Command Button	Function
New	Removes all selections and initiates a new search.
Refine	Dynamically creates a search page based on current selections and displays the number of facilities selected by the query.
Display	Displays the <b>ORPS DISPLAY SEARCH CRITERIA</b> page that contains the criteria for the current authority search profile.
Finish	Finishes the search refinement and returns you to the <b>ORPS AUTHORITY SEARCH &amp; REPORTS</b> control panel, displaying the search result and an unnamed search profile.
Clear	Clears all selections and restores all the defaults on the page
Reset	Resets selections on the page to the values that existed when the page was last loaded.



The **RESET** command button ONLY resets selections on the page to the values that existed when the page was last entered or refined. It does not reset the values to the default selections that are displayed when you initially entered the criteria page. If you want to start over with the default selections, click on the **NEW** command button.

After specifying the field values, if you again click on the **REFINE** command button, the search screen is recreated to reflect the search field selections made on the previous search page (**Figure 13**). In addition, the total number of facilities located by the search query is listed near the top of the page. The name of the authority search profile is also shown at the top of the page. When a new authority search is created, the GUI temporarily names the profile **Untitled**.

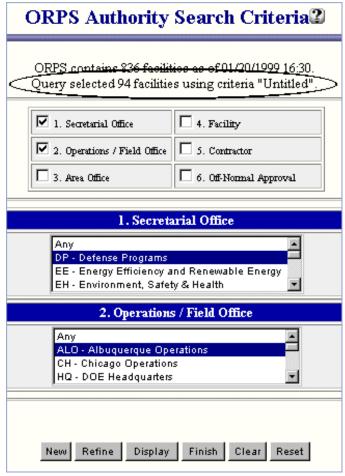


Figure 13 - The ORPS AUTHORITY SEARCH CRITERIA page, after value selections and REFINE, displaying number of facilities matching the search criteria named "Untitled."



This information will also appear on the top of the ORPS AUTHORITY SEARCH & **REPORTS** control panel when you click on the **FINISH** command button.

# Finishing an ORPS Authority Search

Clicking on the FINISH command button on the ORPS AUTHORITY SEARCH CRITERIA page processes the selections and returns you to the ORPS AUTHORITY SEARCH & REPORTS control panel. A new authority search profile (Untitled) has been added to the AUTHORITY **SEARCH CRITERIA** selection box (**Figure 14**).

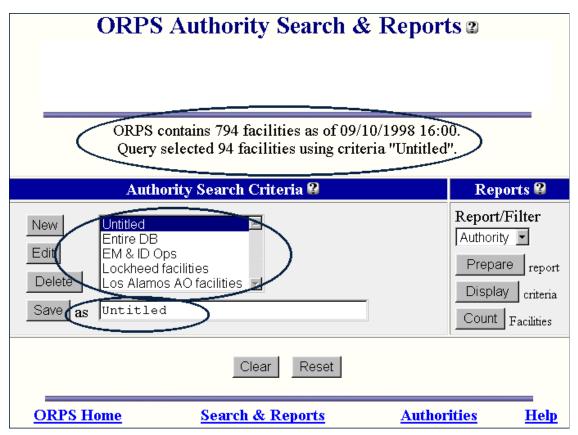


Figure 14 - The ORPS AUTHORITY SEARCH & REPORTS control panel displaying search results and "Untitled" search profile.

If desired, you may save the search profile for future use by typing a name in the SAVE as edit box and clicking on the SAVE command button. The typed name will appear in the selection box in place of **Untitled** as shown in **Figure 15**. A maximum of 32 characters and spaces is allowed in the profile name. There is no limit to the number of profiles that may be saved.



"Untitled" is a reserved name and cannot be used as the title of any saved authority search criteria.

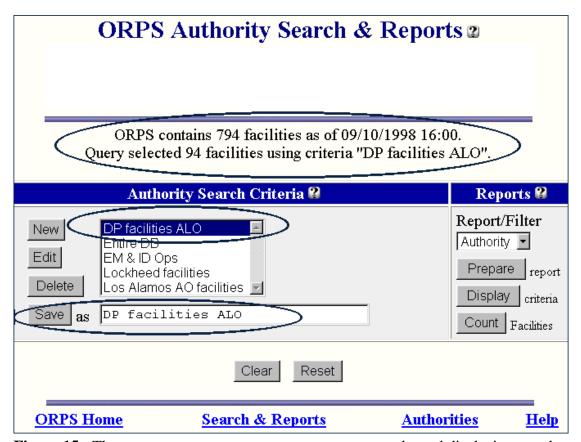


Figure 15 - The ORPS AUTHORITY SEARCH & REPORTS control panel displaying search results and a "named" search profile.



# **Creating and Saving An ORPS Authority Search Profile**

- 1. Click on the **Authorities** link on the **ORPS** home page.
- On the ORPS AUTHORITY SEARCH & REPORTS page, select the NEW command button from the AUTHORITY SEARCH CRITERIA section.
- From the ORPS AUTHORITY SEARCH CRITERIA page, select search fields by placing check marks in the desired check box(es).

REMINDER: Click your mouse button to place a check mark in the box to select an item. To deselect an item, click on the check box a second time to remove the check mark.

- 4. Click on the **REFINE** command button to refine your search and dynamically display a selection box for each choice made in Step 3.
- 5. Make additional choices from the selection boxes added to the recreated **ORPS AUTHORITY SEARCH CRITERIA** page. After making your selections, continue to refine your search, if needed.

REMINDER: The default Boolean operator between search fields is AND. Field values specified within a selection box always have the Boolean operator OR applied.

- 6. Click on the **FINISH** command button.
- 7. Verify that **Untitled** is selected from the **AUTHORITY SEARCH CRITERIA** selection box on the ORPS AUTHORITY SEARCH & REPORTS page.
- 8. Type a name for the profile into the SAVE AS edit box in the AUTHORITY SEARCH CRITERIA section.
- Click on the SAVE command button. 9.

# **Editing an Authority Search Profile**

The EDIT command button in the AUTHORITY SEARCH CRITERIA section of the ORPS **AUTHORITY SEARCH & REPORTS** page is used to edit search profiles. It may be used to edit either an unsaved search profile (called **Untitled**) or a previously-named profile.

When you select the EDIT command button to edit an "unsaved" search profile, you will be returned to the ORPS AUTHORITY SEARCH CRITERIA page with the current search specifications listed on the page. From this recreated page, you may make changes to the search profile and then select the FINISH command button to return to the ORPS AUTHORITY **SEARCH & REPORTS** page. You may then choose to name and save (or not save) the **Untitled** profile as described previously. Note that you are not required to save un Untitled profile.

When you select the EDIT command button to edit a "saved" search profile, you will be returned to the ORPS AUTHORITY SEARCH CRITERIA page with the saved search specifications listed on the page. From this recreated page, you may make changes to the search profile and then select the FINISH command button to return to the ORPS AUTHORITY **SEARCH & REPORTS** page where the name of the profile is automatically displayed in the **SAVE** as edit box.

You may now save the search profile with the same name by clicking on the **SAVE** command button. When you do this, the original search profile is overwritten. If you do not want to overwrite the original profile, enter a different name in the SAVE as edit box and click on the SAVE command button. The original search profile is retained and a search profile containing the new search specifications is added.

If you do not want to save the new search profile with the changes, you may click on the **CLEAR** command button at the bottom of the page. This will empty the contents of the SAVE as edit box and return to the default settings of the ORPS AUTHORITY SEARCH & **REPORTS** page.

When you are on the **ORPS AUTHORITY SEARCH CRITERIA** page to edit a profile, you may make different kinds of changes. You may change the values within existing search selection boxes. You may also specify different or additional search fields by selecting or deselecting the search field check boxes and clicking on the REFINE command button to recreate the page. From there, you may define the values withing the selection boxes. When all desired changes have been made, click on the **FINISH** command button.

# **Deleting an Authority Search Profile**

The DELETE command button in the AUTHORITY SEARCH CRITERIA section of the ORPS AUTHORITY SEARCH & REPORTS page is used to delete search profiles. To delete a saved authority search profile, click on the name of the saved profile, and then click on the **DELETE** command button.



# **Editing a Saved ORPS Authority Search Profile**

- 1. On the **ORPS AUTHORITY SEARCH & REPORTS** page, select the saved search profile from the **AUTHORITY SEARCH CRITERIA** selection box.
- 2. Click on the **EDIT** command button.
- 3. Make the desired changes to the search profile (including changing selection fields and values).
- 4. Click on the FINISH command button to return to the ORPS AUTHORITY SEARCH & **REPORTS** page.
- 5. a. To save the profile with the original name, click on the **SAVE** command button.
  - b. To save the profile with a different name, enter the new name in the **SAVE** as edit box and then click on the SAVE command button.
  - c. If you do not want to save the new search profile with the changes, you may click on the **CLEAR** command button at the bottom of the page.

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

Create a new ORPS Authority search profile to locate any facilities from the Idaho Operations Field Office for which the Environment, Safety & Health (EH) Secretarial Office has cognizance.

How many facilities are there?

- 2. Save the search profile with the name, **EH-ID FO facilities**.
- 3. Edit the **EH-ID FO Facilities** profile to include facilities from the Idaho Operations Field Office for which both the EH - Environment, Safety, & Health and the EM - Environmental Management Secretarial Offices have cognizance.

How many facilities are there?

4. Save the new search profile with a different name, **EH/EM ID FO facilities**.

### The Off-Normal Approval Selection

The OFF-NORMAL APPROVAL flag indicates whether or not the DOE-HQ Program Manager has delegated final approval authority for a particular Secretarial Office and facility to the DOE Facility Representative. If the off-normal approval flag is **YES**, then the DOE-HQ Program Manager has delegated authority for final approval of off-normal, pre-final reports to the DOE Facility Representative. If the off-normal flag is **NO**, then the DOE-HQ Program Manager must approve or reject any pre-final report for that particular Secretarial Office and facility.

If you select this item from the ORPS AUTHORITY SEARCH CRITERIA page, the box shown in Figure 16 will be generated as a part of the ORPS AUTHORITY SEARCH CRITERIA refined page.

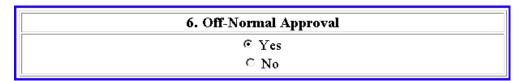


Figure 16 - The OFF-NORMAL APPROVAL flag box.

Approval status is selected with radio buttons from the refined **ORPS AUTHORITY SEARCH** CRITERIA page. Selecting the YES button will generate a list of facilities for which Off-Normal approval has been delegated. Selecting the **NO** button will generate a list of facilities for which Off-Normal approval has not been delegated.

## **ORPS Authority Reports**

ORPS Authority Reports are initiated from the ORPS AUTHORITY SEARCH & REPORTS control panel. As you can see in **Figure 17**, report options are controlled from the **REPORTS** section located on the right side of the page.

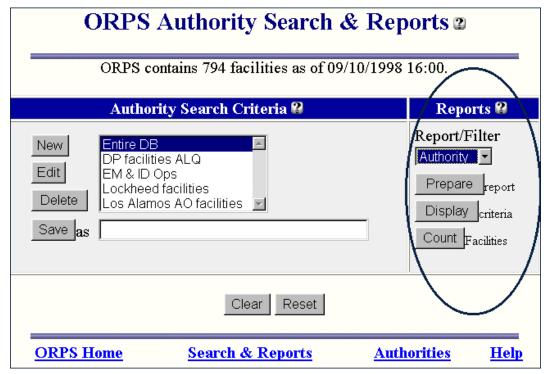


Figure 17 - The ORPS AUTHORITY SEARCH & REPORTS control panel highlighting the **REPORTS** section.

Before you can create a report, you must establish an authority search profile by creating and performing a new search, selecting a saved authority search profile, or editing a saved authority search profile (refer to the *ORPS Authority Searches* section of this document). Once you have established the authority search profile, two types of reports may be created. The report you create will use the facilities selected with your specified authority search profile.

## **ORPS Authority Reports Elements**

The REPORTS section of the ORPS AUTHORITY SEARCH & REPORTS control panel contains four elements: a selection box and three command buttons. Each element is outlined in the following table.

Command Button	Function
Report/Filter Authority Authority Facility	The <b>REPORTS</b> drop-down list allows you to select one of two different types of reports (discussed later in this document), the ORPS Authority Report and the ORPS Facility Report. Multiple selections are not permitted.
Prepare	The <b>PREPARE</b> command button prepares and displays the report selected in the <b>REPORTS</b> list, based on the selected search profile. Only one report type at a time may be prepared.
Display	The <b>DISPLAY</b> command button displays the <b>ORPS DISPLAY SEARCH CRITERIA</b> page that contains the criteria for the selected authority search profile (see <b>Figure 18</b> ).
Count	The <b>COUNT</b> command button indicates the facility count resulting from the current authority search profile. This count is shown at the top of the <b>ORPS AUTHORITY SEARCH &amp; REPORTS</b> page (see <b>Figure 19</b> ).

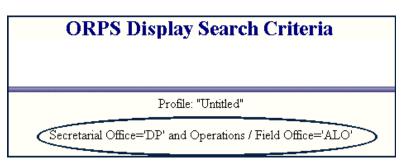


Figure 18 - The ORPS DISPLAY SEARCH CRITERIA containing the search specifications.

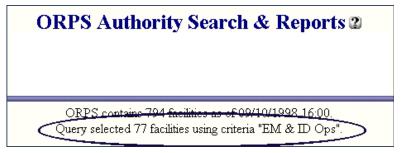


Figure 19 - The top of the ORPS AUTHORITY SEARCH & **REPORTS** page indicating the facility count matching the specified criteria.

## **Report Types**

## The ORPS Authority Report

The ORPS "Authority Report" displays submittal and sign-off authority information for each facility specified by the search. This information includes the Field Office, Area Office, Secretarial Office(s), and Contractor(s) associated with the facility. In addition, the names and telephone numbers of individuals with report transmittal and sign-off authority for the facility are listed.

To create an ORPS Authority Report, first select a search profile from the **AUTHORITY SEARCH CRITERIA** selection box (or create a new one). Next, select **Authority** from the **REPORTS** drop-down list. Finally, click on the **PREPARE** report command button. A sample ORPS Authority Report appears in (**Figure 20**).

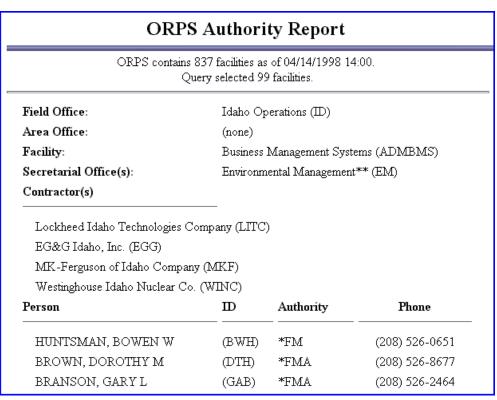


Figure 20 - Sample ORPS Authority Report.



If two asterisks (\*\*) follow the Secretarial (Program) Office name, it indicates that the Program Manager has delegated authority for approval of Final "Off-Normal" occurrence reports to the Facility Representative for that facility. In the ORPS Authority Report, acronyms appear next to the person's name indicating their sign-off level of authority for occurrence reports. You may view the legend for the acronyms by clicking on the **Authorities Legend** link found at the end of each facility authority list. This is shown in Figure 21.

	A	outhorities Legend	
*	FM = Facility Manager	FR = Facility Representative	PM = Program Manager
	FMD = FM Designee	FRD = FR Designee	PMD = PM Designee
	FMA = FM Administrator		
**	* FR has final sign off authority on off-normal reports		

Figure 21 - The AUTHORITIES LEGEND box.

## The ORPS Facility Report

The ORPS "Facility Report" displays the organizational structure (hierarchy) for all facilities selected in the authority search. Facilities are sorted by Field Office, Area Office, Contractor, and Facility.

To create an ORPS Facility Report, first select a search profile from the AUTHORITY SEARCH CRITERIA selection box (or create a new one). Next, select Facility from the **REPORTS** drop-down list. Finally, click on the **PREPARE** report command button. A sample ORPS Facility Report appears (Figure 22).

ORPS Facility Report				
ORPS contains 837 facilities as of 04/14/1998 14:00. Query selected 102 facilities.				
Field Office	Area Office	Contractor	Facility	Description
ALO				— Albuquerque Operations
	AO			— Amarillo Area Office
		MHSM		— Mason & Hanger, Silas-Mason Co., Inc
			PANTEX	Pantex Plant
	KC			— Kansas City Area Office
		AS		— AlliedSignal Federal Manfctg & Tech
			FMTNM	Federal Manufacturing & Tech/NM
			KCP	Kansas City Plant
		BNLV		— Bechtel Nevada
			FMTNM	Federal Manufacturing & Tech/NM
		BNOO		— Bechtel Nevada Operations Office
			FMTNM	Federal Manufacturing & Tech/NM

Figure 22 - Sample ORPS Facility Report.



## **Creating Reports**

- Either create a new or use an existing search criteria from the **ORPS AUTHORITY** 1. **SEARCH & REPORTS** page.
- Make search selections, modifications, or refine the search as needed.
- 3. Click on the FINISH command button to return to the ORPS AUTHORITY SEARCH & **REPORTS** page.
- 4. From the REPORTS section of the ORPS AUTHORITY SEARCH & REPORTS page, choose a report type (either Authority Report or Facility Report) from the REPORT/FILTER drop-down list.
- 5. Click on the **PREPARE** report command button to display the report.

At the bottom of the **ORPS AUTHORITY SEARCH & REPORTS** control panel, there are two buttons. The function of each is described in the following table.

Command Button	Function
Clear	The CLEAR command button restores all the defaults on the page (i.e., Entire DB goes to the top of the AUTHORITY SEARCH CRITERIA selection box and is the highlighted profile; the contents of the SAVE as edit box in the AUTHORITY SEARCH CRITERIA section are emptied; Authority is the displayed report in the REPORT/FILTER drop-down selection list).
Reset	The <b>RESET</b> command button resets selections made on the control panel to the values that were set when the page was last loaded.

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

Using the saved profile called **EH-ID FO facilities**, generate an Authority report to answer the questions that follow.

What is the name of the facility found?

Who are the contractors for this facility?

Who are the two Program Manager Designees for this facility?

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

Locate the Authority information for the Contractor, BNI Bechtel National, Inc.

All facilities with this contractor operate under the Oak Ridge Operations Office, except for one. Which facility does not operate under Oak Ridge Operations Office?

Which Operations Office does that facility operate under?

For the Nevada Operations, Ohio Operations, Richland Operations, and Savannah River Operations offices, how many facilities (total) are under the cognizance of the Nuclear Energy, Science and Technology Secretarial Office?

What is the breakdown for each of these Operations Offices?

In addition to Nuclear Energy, there are two other Secretarial Offices with responsibility for some of these facilities. What are they?

As you respond, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

- Locate the Authority information for the Test Reactor Area (Facility Code: TRA). What DOE-HQ Secretarial Office(s) has cognizance for operations at this facility. Does this facility have delegated authority for approval of Off-Normal occurrence reports? If so, by which Secretarial Office(s)?
- Locate the Authority information for both the Waste Isolation Pilot Plant (Facility Code: WIPP) and the Pantex Plant (Facility Code: PANTEX). Which DOE-HQ Secretarial Office(s) has cognizance for operations at these facilities? Do these facilities have delegated authority for approval of Off-Normal occurrence reports? If so, by which Secretarial Office(s)?
- 3. What is the number of facilities for which the Environment, Safety & Health Secretarial Office has cognizance. What are their locations?
- 4. What is the number of facilities for Albuquerque, Chicago, and Idaho Operations (Field Offices) for which final approval for Off-Normal occurrence reports has been delegated to the Facility Representative. What are their locations?

## **Exercise Solutions**

#### **Exercise 1**

- 1. From the **ORPS HELP TABLE OF CONTENTS** page, access on-line help on ORPS Reports.
  - Click on the **Help** hyperlink. a.
  - From the ORPS HELP TABLE OF CONTENTS page, select the ORPS Search & Reports world icon link.
  - Click on the **Reports** hyperlink. c.
  - Click on the **Generic Lag** hyperlink. d.
  - Paragraph 2 contains the answer to the question. e.

What happens if you select a "From" date that is later than the "To" date in a Generic Lag Report?

The calculated lag is negative.

- 2. Return to the ORPS GUI home page. Go to the ORPS OR SEARCH & REPORTS control panel, obtain context-sensitive help on **OR SEARCH CRITERIA**.
  - Click the browser's BACK button until you are returned to the ORPS GUI home page.
  - Click on the **Search & Reports** hyperlink. b.
  - Click on the 2 icon located next to the **OR SEARCH CRITERIA** selection box title.
  - Locate the Help paragraph that discusses creating "new" search criteria. d.

When a new search is created or a previously defined search is edited, the ORPS GUI assigns a temporary name to the search criteria. What is that temporary name?

The temporary name assigned is "**Untitled**."

Now return to the ORPS GUI application using the BACK button or the GO menu list.

- From the **ORPS HELP TABLE OF CONTENTS** page, access on-line help on ORPS Authorities.
  - Click on the **ORPS Authorities** world icon link. a.
  - Scroll down to the **Off-Normal Approval Flag** section of the **ORPS AUTHORITIES HELP** page.

If the off-normal approval flag is N, what must the DOE-HQ Program Manager do with any pre-final reports for a particular Secretarial Office and facility? DOE-HQ Program Manager must approve or reject any pre-final report.

- 2. Remain within the **ORPS AUTHORITIES HELP** page. From there, locate the Ohio Operations (Field) Office.
  - Scroll down to the **ORPS Authority Search & Reports** section of the **ORPS AUTHORITIES HELP** page.
  - In the second paragraph of that section, click on the Field Office hyperlink.
  - Click on the **OH Ohio Operations** hyperlink under the **Field Office** c. section of the Help page.

How many Area Offices are under the Ohio Operations Office? List their names. There are four (4) Area Offices.

They are Ashtabula Area Office, Fernald Area Office, Miamisburg Area Office, and West Valley Area Office.

Now return to the ORPS GUI application using the BACK button or the GO menu list.

- 1. From the ORPS HELP TABLE OF CONTENTS page, access Reference Materials online help. Locate the **DECEMBER 1997 ORPS BULLETIN**.
  - Click on the **Reference Materials** hyperlink. a.
  - From the ORPS REFERENCE MATERIALS page, click on the ORPS Bulletins b. hyperlink.
  - Scroll down to the 1997 list of Bulletins. c.
  - Click on **No. 12 December** link to answer the following questions. d.

What Internet address would you use to subscribe to the Occurrence Reporting Information Listserver?

Click on the **2.** Occurrence Reporting Information Listserver hyperlink from the Bulletin table of contents.

The address is "majordomo@ornl.gov."

According to the December 1997 Bulletin, which four databases did the working group on database integration discuss in September 1997? What was their scheduled completion date for this effort?

- Click the BACK button to return to the December 1997 ORPS BULLETIN table a. of contents.
- Click on the **4.Working Group on Data Base Integration** link. b. The first paragraph gives the four databases as Occurrence Reporting and Processing System (ORPS), Computerized Accident/Injury Reporting System (CAIRS), Radiation Exposure Monitoring System (REMS), and Facilities Information Management System (FIMS).
- Continue scrolling.

The fifth paragraph states there is no scheduled completion date for this effort.

(Continued)

- 2. From the **ORPS HELP TABLE OF CONTENTS** page, answer the following questions.
  - a. Return to the **ORPS HELP TABLE OF CONTENTS** page by clicking on the browser's **BACK** button.
  - b. From the top of the **ORPS HELP TABLE OF CONTENTS** page, click on the  $\underline{\mathbf{O}}$  hyperlink.
  - c. Scroll down to **Other Notification Date/Time** section of the help page (last section) to answer the questions.

What information is found in the **Other Notification Date/Time** field of an occurrence report?

Date and Time when state and local officials or other agencies were notified of the occurrence.

Is this a "required" date for all occurrence reports? No, it is an "optional" date.

Now return to the ORPS GUI application using the BACK button or the GO menu list.

- 1. Create a new ORPS Authority search profile to locate any facilities from the Idaho Operations Field Office for which the Environment, Safety & Health (EH) Secretarial Office has cognizance.
  - From the **ORPS GUI** home page, click on the **Authorities** hyperlink.
  - In the AUTHORITY SEARCH CRITERIA section of the ORPS AUTHORITY SEARCH & REPORTS control panel, click on the NEW command button.
  - On the ORPS AUTHORITY SEARCH CRITERIA page, check the SECRETARIAL **OFFICE** and **OPERATIONS/FIELD OFFICE** check boxes.
  - d. Click on the **REFINE** command button.
  - Select EH-Environment, Safety & Health from the SECRETARIAL OFFICE selection box.
  - Select ID-Idaho Operations from the OPERATIONS/FIELD OFFICE selection box.
  - Click on the **FINISH** command button.

How many facilities are there? This is only one facility.

- Save the search profile with the name, **EH-ID FO facilities**.
  - On the ORPS AUTHORITY SEARCH & REPORTS page, type the profile name into the SAVE as edit box in the AUTHORITY SEARCH CRITERIA section (overwriting the **Untitled** name).
  - b. Click on the **SAVE** command button.

(Continued)

- 3. Edit the **EH-ID FO facilities** profile to include facilities from the Idaho Operations Field Office for which both the EH — Environment, Safety, & Health and the EM — Environmental Management Secretarial Offices have cognizance.
  - a. On the **ORPS AUTHORITY SEARCH & REPORTS** page, select the profile called EH-ID FO facilities from the AUTHORITY SEARCH CRITERIA selection box.
  - b. Click on the **EDIT** command button.
  - c. In the **SECRETARIAL OFFICE** selection box, scroll down to find EM Environmental Management, and do a [CTRL+CLICK] on it. (You want to do a [CTRL+CLICK] in order to "add" it to your selection without removing the previous EH selection.)
  - d. Click on the **FINISH** command button.

How many facilities are there? There are 77 facilities matching the criteria

- Save the new search profile with a different name, **EH/EM ID FO facilities**.
  - a. On the **ORPS AUTHORITY SEARCH & REPORTS** page, type the new profile name into the SAVE as edit box in the AUTHORITY SEARCH CRITERIA section (overwriting the old name).
  - b. Click on the **SAVE** command button.

- 1. Using the saved profile called **EH-ID FO facilities**, generate an Authority report to answer the questions that follow
- On the ORPS AUTHORITY SEARCH & REPORTS page, select the profile called EH-ID FO facilities from the AUTHORITY SEARCH CRITERIA selection box.
  - Ensure **Authority** is shown in the **REPORTS/FILTER** selection box. b.
  - c. Click the **PREPARE** report command button.

What is the name of the facility found? Town Facilities & Offices Except IRC (TOWN)

Who are the contractors for this facility? Lockheed Idaho Technologies Company (LITC)

> EG&G Idaho, Inc. (EGG) - inactive MK-Ferguson of Idaho Company (MKF) - inactive

Westinghouse Idaho Nuclear Co. (WINC) - inactive

Who are the two Program Manager Designees for this facility?

BOYLE, EUGENIA L MACON, JANET A

- 1. Locate the Authority information for the Contractor, BNI Bechtel National, Inc.
  - From the **ORPS GUI** home page click on the **Authorities** hyperlink.
  - From the ORPS AUTHORITY SEARCH & REPORTS page highlight Entire DB b. and click the **NEW** command button.
  - From the ORPS AUTHORITY SEARCH CRITERIA page, check the CONTRACTOR c. check box.
  - Click on the **REFINE** command button. d.
  - Select **BNI-Bechtel National Inc.** from the **CONTRACTOR** selection box. e.
  - Click on the **FINISH** command button. f.
  - Ensure Untitled is highlighted in the AUTHORITY SEARCH CRITERIA edit box g. (this is the search you just completed).
  - Ensure **Authority** shows in the **REPORT/FILTER** edit box. h.
  - Click on the PREPARE report command button to see the Authority i. information for this search.

All facilities with this contractor operate under the Oak Ridge Operations Office, except for one. Which facility does not operate under Oak Ridge Operations Office?

Site A Project Office (SITEA)

What Operations Office does that facility operate under? Chicago Operations (CH)

- 2. For the Nevada Operations, Ohio Operations, Richland Operations, and Savannah River Operations offices, how many facilities (total) are under the cognizance of the Nuclear Energy, Science and Technology Secretarial Office?
  - From the ORPS GUI home page click on the **Authorities** hyperlink. a.
  - From the ORPS AUTHORITY SEARCH & REPORTS page highlight Entire DB and click the **NEW** command button.
  - From the ORPS AUTHORITY SEARCH CRITERIA page, check the SECRETARIAL OFFICE and OPERATIONS/FIELD OFFICE check boxes.
  - d. Click on the **REFINE** command button.
  - Select NE-Nuclear Energy, Science and Technology from the **SECRETARIAL OFFICE** selection box.
  - f. Select NVOO-Nevada Operations Office from the OPERATIONS/FIELD OFFICE selection box. Scroll down the box to OH-Ohio Operations, RL-Richland Operations, and SR-Savannah River Operations and add these items to the selection by doing a [CTRL]+[CLICK].
  - Click on the FINISH command button. g.

Query selected 10 facilities.

(Continued)

What is the breakdown for each of these Operations Offices?

- Ensure **Untitled** is highlighted in the **AUTHORITY SEARCH CRITERIA** edit box (this is the search you just completed).
- Ensure **Authority** shows in the **REPORT/FILTER** edit box. b.
- c. Click on the **PREPARE** report command button to see the Authority information for this search. The report shows:

Nevada Operations: 0 Ohio Operations: Richland Operations: Savannah River Operations: 1

In addition to Nuclear Energy, there are two other Secretarial Offices with responsibility for some of these facilities. What are they?

Defense Programs (DP)

Environmental Management (EM)

- Locate the Authority information for the Test Reactor Area (Facility Code: 1. TRA).
  - From the ORPS AUTHORITY SEARCH & REPORTS page, highlight Entire DB a. and click on the **NEW** command button.
  - b. Click on the **FACILITY** check box to insert a check mark.
  - Click on the **REFINE** command button. c.
  - Scroll down the FACILITY selection box and click on TRA to highlight it. d.
  - Click on the **FINISH** command button. e.
  - f. Ensure Untitled is highlighted in the AUTHORITY SEARCH CRITERIA edit box (this is the search you just completed).
  - Ensure **Authority** shows in the **REPORT/FILTER** edit box. g.
  - Click on the PREPARE report command button to see the Authority h. information for this search.

Which DOE-HQ Secretarial Office(s) has cognizance for operations at this facility?

> Environmental Management Secretarial Office Nuclear Energy, Science and Technology Secretarial Office

Does this facility have delegated authority for approval of Off-Normal occurrence reports? If so, by what Secretarial Office(s)?

> The Environmental Management Secretarial Office has delegated final sign off authority on Off-Normal reports to the Facility Representative..

(Continued)

- Locate the Authority information for both the Waste Isolation Pilot Plant (Facility Code: WIPP) and the Pantex Plant (Facility Code: PANTEX).
  - Click on the BACK button to return to the ORPS AUTHORITY SEARCH & **REPORTS** page.
  - Highlight Untitled (for the search you just completed) and click the b. **EDIT** command button.
  - Scroll down the **FACILITY** selection box and click on **PANTEX** to c. highlight it.
  - d. Scroll down to **WIPP**. While holding down the [CTRL] key, click on WIPP to highlight it.
  - Click on the **FINISH** command button. e.

Which DOE-HO Secretarial Office(s) has cognizance for operations at these facilities? Do these facilities have delegated authority for approval of Off-Normal occurrence reports? If so, by what Secretarial Office?

- Ensure **Untitled** is highlighted in the **AUTHORITY SEARCH CRITERIA** edit a. box (this is the search you just completed).
- Ensure **Authority** shows in the **REPORT/FILTER** edit box. b.
- Click on the **PREPARE** report command button to see the Authority c. information for this search. This information shows:

PANTEX - Defense Programs; Environmental Management; and Nuclear Energy, Science and Technology Secretarial Offices delegated authority received from both Defense Programs and Environmental Management Secretarial Offices, but not from Nuclear Energy.

WIPP - Environmental Management Secretarial Office - delegated authority has been received.

(Continued)

- 3. What is the number of facilities for which the Environment, Safety & Health Secretarial Office has cognizance.
  - Click on the BACK button to return to the ORPS AUTHORITY SEARCH & **REPORTS** page.
  - Ensure **Untitled** is highlighted and click on the **EDIT** command button. b.
  - Click on the **FACILITY** check box to remove the check mark. c.
  - Click on the **SECRETARIAL OFFICE** check box to insert a check mark.
  - Click on the **REFINE** command button.
  - Scroll down the **SECRETARIAL OFFICE** selection box and click on **EH** to f. highlight it.
  - Click on the **REFINE** command button. The number of facilities selected is g. shown at the top of the page.

There is 1 facility under the Environment, Safety & Health Secretarial Office.

#### What is its location?

- Click on the FINISH command button to return to the ORPS AUTHORITY **SEARCH & REPORTS** page.
- Ensure **Untitled** is highlighted in the **AUTHORITY SEARCH CRITERIA** edit box b. (this is the search you just completed).
- Ensure **Authority** shows in the **REPORT/FILTER** edit box. c.
- Click on the **PREPARE** report command button to see the Authority information for this search.

The facility is **Town Facilities & Offices Except IRC (TOWN)** at the Idaho Operations/Field Office.

(Continued)

- 4. What is the number of facilities for Albuquerque, Chicago, and Idaho Operations (Field Offices) for which final approval for Off-Normal occurrence reports has been delegated to the Facility Representative.
  - Click on the BACK button to return to the ORPS AUTHORITY SEARCH & **REPORTS** page.
  - Ensure **Untitled** is highlighted and click the **EDIT** command button. b.
  - Click on the **SECRETARIAL OFFICE** check box to remove the check mark.
  - d. Click on the OPERATIONS/FIELD OFFICE and OFF-NORMAL APPROVAL check boxes to insert check marks.
  - Click on the **REFINE** command button. e.
  - f. In the OPERATIONS/FIELD OFFICE selection box, click on ALO. Scroll down to **CH** and do a [CTRL]+[CLICK] to highlight **CH**. Scroll down further and do a [CTRL]+[CLICK] on ID.
  - The default selection of **Y** is appropriate for the Off-Normal approval. g.
  - Click on the **REFINE** command button. The number of facilities is shown at h. the top of the page.

There are 161 facilities that have Off-Normal approval authority for Albuquerque, Chicago, and Idaho Operations.

#### What are their locations?

- Click on the FINISH command button to return to the ORPS AUTHORITY **SEARCH & REPORTS** page.
- Ensure **Untitled** is highlighted in the **AUTHORITY SEARCH CRITERIA** edit box b. (this is the search you just completed).
- Ensure **Authority** shows in the **REPORT/FILTER** edit box. c.
- Click on the PREPARE report command button to see the Authority information for this search.

This information lists locations for all 161 facilities.

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